Evaluator Tips

The Army Suggestion Program is the medium for military and civilian employees to find and suggest new methods that will increase and improve the Army's productivity and performance. Evaluators are the Army's representatives assigned to fulfill the terms of the Army Suggestion Program. Only through the total commitment of the evaluators can the ASP remain a viable means of reducing government spending. Each individual submitting a suggestion is placing their trust in the evaluation system for an honest, unbiased evaluation of their suggestion. By being in a position responsible for the technical aspect of the suggestion submitted to you for evaluation, your belief in the program is absolutely essential.

To find the value of something new, untried and very different from what we do takes time, effort, knowledge, and creativity. You are considered to be the local expert on the subject of the suggestion. Decisions made by you as an evaluator can have far reaching effects on the suggester, the individual organization, and even the Army.

When evaluating a proposal, we ask you to keep an open mind and to be positive. When determining whether the idea is workable or has merit, keep in mind that sometimes modifications or parts of the proposal can be used. If the suggestion is not clear, or if you require additional information, please contact the ASP coordinator immediately.

Evaluators are seen as the unsung heroes of the ASP. Without forward thinking, dedicated people like you our program would not be successful. Here are some helpful hints to speed up your evaluations and save yourselves some time:

DO's

1. Ask yourself the **FIRST** question, "What do I like about this idea?"

2. Write your response with the suggester in mind. Carelessly worded disapprovals could destroy the enthusiasm and creativity of a suggester forever. Please be positive all the time.

3. Be cooperative. If you don't understand the idea, tell us or call the suggester for more information. This is a two way street. Every suggestion is a genuine effort to

improve things. We should be happy our folks care enough to tell us of possible solutions. Help them to help us.

4. Coordinate your responses with appropriate agencies. You would like to be informed of ideas which would impact on your agency, it's only right you do the same for others.

5. Tell us if it's going to take some time to get a final response. Some things need more research than others and we'd appreciate an interim response so we can tell our suggesters that we're working on it.

6. Always include paperwork with "already under consideration" responses. This helps us and the suggester understand that the idea is in the mill already and what we are doing to correct the problem.

DON'Ts

1. Don't be afraid to test an idea you're not sure of. If it won't cost too much money or hurt anyone, what harm would there be in testing it?

2. Don't wait until the suspense date is passed to tell us the idea is not within your functional responsibility. Please let us know as soon as possible it's not yours and who you feel is the proper proponent. We can then send it to the right agency without too much delay.

3. Don't recommend forwarding an idea because it is not within your authority to disapprove. A suggestion which is undesirable or impractical and therefore not recommended for adoption may be rejected at **ANY level**, regardless of whether the evaluator has authority to adopt and implement.

Sample DA2440 (evaluation forms) can be found here with tips on completing the form.

- Sample Evaluation for an Approved Suggestion
- Sample Evaluation for a Suggestion Already In Use or Under Consideration
- Sample Evaluation for a disapproved Suggestion
- Sample Evaluation for a Suggestion Recommended for Adoption, but Not Within Your Jurisdiction

Tables for Calculating Awards

The following tables are available for assisting you when calculating awards based on tangible or intangible benefits:

Awards based on Tangible Benefits
Awards Based on Intangible Benefits